

## How to Create the Load on Web Portal?

Effortlessly Post Load Details with 24/7 Truckin: A Step-by-Step Guide for Brokers



### **Overview:**

Creating a load on the 24/7 Truckin Web Portal is a straightforward process that allows brokers to efficiently post load details for owner-operators. By following these step-by-step instructions, brokers can input all necessary information about the load, making it visible to owner-operators who can then place bid offers or accept fixed-price loads.

#### Image 1: Load Creation Form

	Zip Code *	Date *	
Provide details about where and when the shipment will be picked up.	•	<b></b>	
	Enter zip code to auto-till city and state for pickup location.		
	HUGIESS		
	Nexus provide the event advises of your rickurs location. This information will be used to create the load but will	I remain hidden until the contract is simped between the booker and causer operator	11
	т жиле рочные на совез валение се увае рокор якланов, тна полтаниет по се или во стале на кола, оче по	тотият полост или иле солоност и лугом оснотеля иле игоны или оттак оросника.	
Dropoff Information Provide details about where and when the shipment will be dropped off.	Zip Code*	Date *	
	Enter zip code to auto-fill city and state for drop off location.		
	Address *		
	Please provide the exact address of your dropoff location. This information will be used to create the load, but will	I remain hidden until the contract is signed between the broker and owner operator.	11
Load Specifications	Pickup Number *	Max Weight	
Enter the weight, size, type of trailer and other details needed for your shipment.		र्थेः	Ibs
	Please provide the pickup number associated with the warehouse where the driver will be picking up the load. This number helps ensure a smooth and efficient pickup process.		
	Trailer Type *	Load Option	
	~ ·		~
	Team Option	Allow Bids? *	
	~	Yes	~
	Notes		
	Use this field to add any additional notes or instructions related to this load. You can include information such as special handling requirements, delivery instructions, or any other pertinent details. These notes will be visible to the carrier and can help ensure a smooth and successful shipment. Please note that this field is optional and you do not need to fill it out if there are no additional notes to include. (You can enter 500 characters at max.)		the
Facial & Channes	D-++ (8.6) +	Terl (asset)	
Enter the pricing details for your shipment.	\$ 0.000	\$ 0.000	white:
	Enter pickup and drop off zip code to auto-fill total distance.	The total amount is calculated by multiplying the total distance with the rate per mile. However, you can manually overwrite this amount if you need to adjust the price for any reason.	
		Close Sub	mit

#### Image 2: Load Management Board Page

#### Steps are as follows:

### **1. Access the 24/7 Truckin Web Portal:**

Begin by opening your web browser and navigating to the "24/7 Truckin Web Portal".

#### 2. Initiate Load Creation:

Once logged in, locate and click on the "Create" button displayed on the portal interface. This action will redirect you to the load creation page.

#### 3. Fill Out the Load Form:

On the load creation page, you will encounter a detailed form titled "Create Load." Provide all required information about the load by filling out the form fields accurately.



#### 4. Submit the Load:

Once satisfied with the provided details, click on the "Submit" button to finalize the load creation process.

#### **5. Navigate to Load Management Board:**

Upon submission, you will be redirected to the "Load Management Board", where you can view and manage all created loads. Here, you can track bids offered by owneroperators and take further actions as needed.



# The Load Creation Form contains the following Significant Elements:



**Pickup Information:** In this part of the form, the broker will provide details about where and when the shipment will be picked up by adding the information of "Zip Code", "Date", and "Address".

**DropOff Information:** In this part of the form, the broker will provide details about where and when the shipment will be dropped off by adding the information of "Zip Code", "Date", and "Address".

**Load Specifications:** In this part of the form, the broker will enter the "Weight", "Size", "Type of Trailer" and other details needed for the shipment. Following are the details about the info required in this part.

**Pickup Number:** The broker will provide a pickup number to the load which is associated with the warehouse where the driver will pick up the load. This unique number will ensure a smooth and efficient pickup process.



**Max Weight:** The broker will provide the weight of his load so it will help owner operators to get an idea about the capacity of goods.

**Trailer Type:** The broker will select a trailer type according to his goods and the owner operators can only bid on load if they have the trailer type specified by the broker.

**Load Option:** The broker will select an option from "FTL" and "LTL" according to his load capacity. Broker will select "FTL (Full Truck Load)" if he wants to transport a large amount of goods. Otherwise he will select "LTL (Less Than Truck Load)" because his goods do not occupy the entire cargo area, but only a part of it.

**Team Option:** The broker specifies whether the load requires "one driver (solo)" or "multiple drivers (team)". If the trip duration is higher and longer than he will select Team option for smooth journey. Otherwise, if the trip duration is shorter than he will select the Solo.

**Allow Bids:** If the broker selects an option of "Yes", then the owner operators can send offers on the load. But if he selects an option of "No", then the owner operators can accept the load at the fixed price set by the broker.





**Notes:** The broker can provide specific instructions for the load for its safety. It can include information such as "special handling requirements", "delivery instructions", or any other pertinent details. These notes will be visible to the owner operators and can help ensure a smooth and successful shipment.

**Freight Charges:** In this part of the form, the broker will enter the price of his load. The broker will enter the price rate on per mile, then the system will calculate the total amount by multiplying the total distance with the rate per mile.

**Note:** The broker can enter the total amount manually by selecting the option of overwrite.

The load is now created and will be shown to the owner operators on the 24/7 Truckin mobile application for them to place a bid offer and win the load.

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